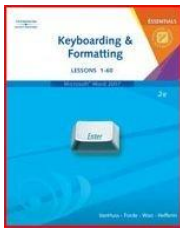


# BIT 11B Advanced Computer Keyboarding and Document Processing

## Fall 2009 Section #0368, 2 Units

If the course is closed and you would like to add this course, come to the orientation meeting or email or phone the professor.

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| <b>Course Offered</b>   | Online, 2 <sup>nd</sup> 8-weeks, October 26 – December 19  |
| <b>First Class Meeting</b>  | Tuesday, September 1, 7:30p – 8:30p in R202<br>If you cannot attend the orientation meeting, phone or e-mail the professor.  |
| <b>Course Delivery Method, Time, and Room</b>   | Online course; arrange your own hours and work either at home or in our lab in R202. Plan approximately 8-10 hours per week to complete assignments; however, you may need more or less time each week. Communicate with your instructor and submit assignments using Blackboard, our online course management system, at <a href="http://www.pcc.blackboard.com">www.pcc.blackboard.com</a>   |
| <b>Course Professor</b>   | Mr. Don Parkhurst, 626-585-7059 or <a href="mailto:dlparkhurst@pasadena.edu">dlparkhurst@pasadena.edu</a>  |
| <b>Course Textbook Information</b>  | <p>Special package for this course:<br/><u><i>Keyboarding and Formatting Essentials Lessons 1-60</i> 3rd Edition, <i>Basic English the Easy Way</i> (Custom Edition for PCC), <i>KeyPro 3.1 software CD</i>. ISBN 0324673515</u><br/>Get your books on campus or online from the PCC bookstore. Go to <a href="http://www.pasadena.edu">www.pasadena.edu</a> and click Student Services, and then click Online Bookstore.</p> <p>(Note: We can only guarantee that new books purchased at the PCC bookstore will work for the course. ISBNs are sometimes custom numbers for a specific college or professor or include special materials; alternative sellers or used books may not have the required CDs or other materials.)</p> <p><b><i>This book covers TWO courses: BIT 11A and BIT 11B</i></b></p> |
|  <b>Course Software Information</b> | The software for this course is Microsoft Word 2007 and the keyboarding software that comes packaged with your textbook. For special student pricing on Microsoft products, go to <a href="http://www.pasadena.edu/bit">www.pasadena.edu/bit</a> and click <i>How to Get Software for Your Own Computer</i> . The software is available in the BIT Lab in R202.  |
| <b>What You Will Learn in This Course</b>   | You will learn touch control of the computer keyboard and how to build basic business documents using word processing software.  |
| <b>Why You Should Take This Course</b>  | This skill will make using a computer easy and enjoyable. You will be able to create business documents using word processing software.  |
| <b>Computer Lab Information</b>   | R202 is your computer lab. This lab is reserved for students enrolled in one or more BIT courses. An instructor is always available to help you. A copy of the book for each course is available for reference. This lab is open:<br>Monday – Thursday, 9 am – 8 pm<br>Friday 9 am – 1 pm, Saturday 9 am -12 noon  |
| <b>Business Information Technology Certificates to Which This Course Applies</b>                                      | <ul style="list-style-type: none"><li>• Administrative Assistant</li><li>• Office Assistant</li><li>• Business Software Specialist</li></ul>   |